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Announcement Number:	06-429 (Amendment #2: to extend closing date.)
Position Title:	**Director, HR Operations**
Series and Grade:	PG-0201-15
Salary Range:	$107,521 - $139,774 PA
Promotion Potential:	PG-15
Opening Date:	06/07/06
Closing Date:	06/13/06
Location of Position:	Office of the Chief Human Capital Officer, Washington, DC.
Number of Openings:	One
Type of Appointment:	Permanent
Work Schedule:	Full-time
Who May Apply:	Permanent GPO Employees only

MAJOR DUTIES:
Leads and oversees the human resources (HR) operations for the US Government Printing Office (GPO) including, but not limited to staffing, employee relations, classification, human resources information systems (HRIS), position management, performance management, and compensation, etc. Manages assigned resources (personnel, budget and projects) to ensure outcomes influence the efficiency and effectiveness of the human resources program in the GPO and enhance the ability of managers to do their job and accomplish their core mission. Provides information and analysis of value to the organization and executes programs to affect the outcome of those trends reflected by the analysis. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:
Applicants must possess 1 year of specialized experience equivalent to the PG-14 grade level. Specialized experience includes providing value-added, HR consultative services to an organization, overseeing and directing the work of a multi-functional HR operating team, and making recommendations to improve the efficiency and effectiveness of a support organization. Qualification requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:
If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. Demonstrated skill in leading, coaching, developing, and motivating others. Please provide a description of your leadership skills and how they have affected the organizations you support and the employees you have influenced through your supervisory or managerial assignments.

2. Ability to develop, implement, promote, and evaluate major change initiatives. Please describe your role in managing a change effort. Discuss the circumstances surrounding the change, obstacles encountered and overcome, lessons learned, and results achieved.

3. Expert knowledge of Federal HR and best practices to provide consultative support to an organization and oversee HR operational programs. Please describe how your learning goals and opportunities influenced your professional career and affected the organizations you support and supervise.

4. Skill in identifying and solving organizational and/or operational problems. Please provide specific examples that demonstrate your ability to influence outcomes through problem solving skills.

5. Ability to manage multiple projects and deadlines, adapting to changing circumstances and priorities as necessary.

HOW TO APPLY:
There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:
Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:
Executive & Plant Operations Human Capital Department
Kristy Kaptur
Phone: (202) 512-1308
TDD: (202) 512-1519

Your complete application package must be <u>received</u> at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.